EXPORTING POOL AND LOAN DATA
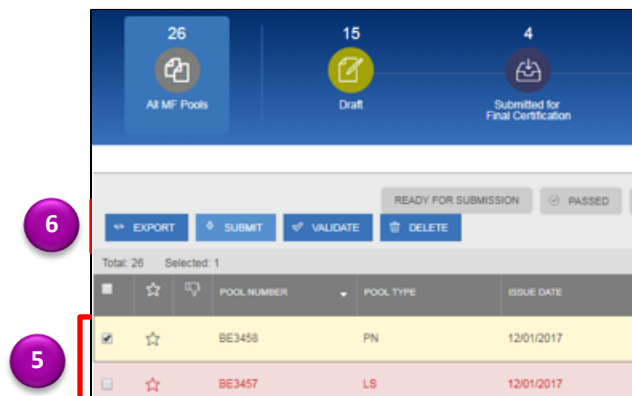
1. Navigate to MyGinnieMae via https://my.ginniemae.gov.
2. Select **Login**.
3. Login with you MGM credentials.

4. Select **Pools & Loans** to access the MFPDM Applications.

The Pools & Loans Page will display.
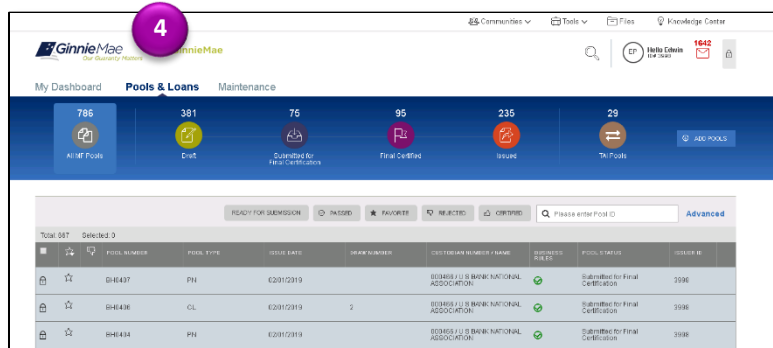

MULTIPLE POOLS

5. Select the **checkbox** on the rows of the pools to be exported.
6. Select the **Export** button.

7. Select the **Export** button in the Export Pools Pop-up that displays to confirm the action.
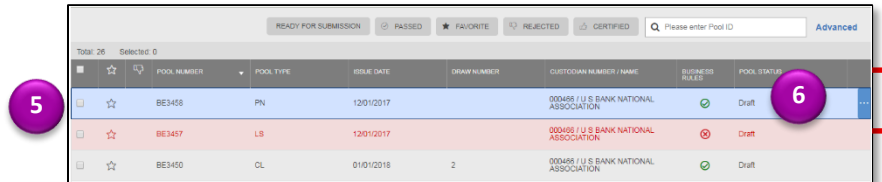
The pool and loan data will be exported in a text file (*.txt) format to the default browser download directory.

NOTE: From the Export Pools pop-up, users can select the 'X' next to a Pool, Number to exclude it from being exported.
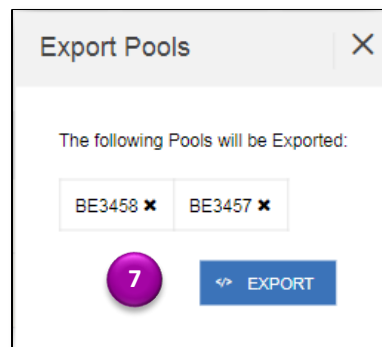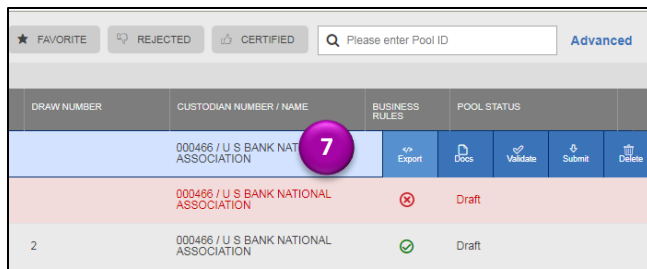
SINGLE POOL

5. Hover the curser over the far right side of the row of the pool to be exported.
6. Select the **Ellipsis (…)** when it appears.

7. Select the **Export** button.

8. Select the **Export** button in the Export Pools Pop-up that displays to confirm the action.

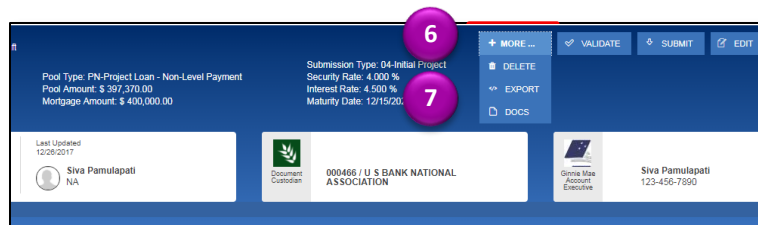The pool and loan data will be exported in a text file (*.txt) format to the default browser download directory.

EXPORT VIA POOL OR LOAN DETAILS

Pool and loan information can also be exported using the Pool Header Menu options in the Pool Details page.

5. Select a **pool number** to open the Pool Details screen.

6. Select the **More** button from the header.
7. Select the **Export** button.

8. Select the **Export** button in the Export Pools Pop-up that displays to confirm the action.

The pool and loan data will be exported in a text file (*.txt) format to the default browser download directory.

NOTE: The number and selection of actions available directly from the header depends on the screen selected, Pool Status and other factors. As such, the More button may no be shown. If the button is not shown, skip to step 7.

Export Pool   X

The following Pool will be exported:

BE3458

8   </> EXPORT